

VACANCY NOTICE


#2011-28

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A00000

Description of Position	TITLE OF POSITION: E & T ADMINISTRATOR	CLASSIFICATION CODE: 02649400
	SALARY RANGE: (135A) \$67568 - \$76523 Annually	REFERENCE POSITION NO.: 1680-50101-03384
	Labor & Training Workforce Development	APPLICATION PERIOD: 07/18/11 thru 07/22/11 by 4:00pm
	DEPARTMENT DIVISION/SECTION/UNIT	NO GRACE PERIOD
	Assignment(s) / Comments	
General Information to Candidate	Shift and Days: <u>Monday-Friday (Non Standard)</u>	Job Location: <u>1511 Pontiac Ave, Cranston, RI 02920</u>
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union:	
	There is * <u> </u> is not <u> X </u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
Statement of Duties	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations 	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
Minimum Education & Experience	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	DUTIES / RESPONSIBILITIES:	
Where to Apply	To be responsible for the administrative oversight of a major work unit or a combination of smaller units within the Department of Labor and Training; with special emphasis on the implementation of strategies for the delivery of customer service; the coordination of related training programs for employees; and the promotion of new or changed customer services to the user populations; and to do related work as required.	
	Please review the attached Job Specification***	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with a specialization in business or public administration, communication, marketing or a closely related field; and	
	EXPERIENCE: Such as may have been gained through: considerable experience in a position responsible for employment and training programs, including the planning, development and promotion of such programs.	
Where to Apply	OR, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.	
	MAIL YOUR RESUME OR CS-14 APPLICATION TO:	
	Lisa M. Kearns Department of Administration Office of Human Resources General Government Service Center One Capitol Hill, Providence, RI 02908	Telephone #: (401) 222-5125 TTY/TDD #: 711 (Telecommunication Device for the Deaf) Email: lk-resume@hr.ri.gov
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: EMPLOYMENT AND TRAINING ADMINISTRATOR

Class Code: 02649400

Pay Grade: 35A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administrative oversight of a major work unit or a combination of smaller units within the Department of Labor and Training; with special emphasis on the implementation of strategies for the delivery of customer service; the coordination of related training programs for employees; and the promotion of new or changed customer services to the user populations; and to do related work as required.

SUPERVISION RECEIVED: Works under the direct supervision of an Associate Director or an Assistant Director with considerable latitude to exercise initiative and independent judgement; work is subject to review through meetings and reports to ensure conformance to directives, rules, laws and the compliance to the mission of the unit(s).

SUPERVISION EXERCISED: Plans, organizes and coordinates the work of professional, technical and clerical staff as required by particular programs.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide specific supervision to personnel engaged in customer service functions at the Department of Labor and Training.

To develop and maintain a comprehensive program plan providing desired results for a work unit or units within the Department of Labor and Training.

To oversee the implementation of customer service programs and to make changes or adjustments in those programs as warranted for compliance to the mission unit(s).

To oversee proper training for staff in customer service delivery and promotion.

To assist in the development of customer service promotions and subsequent introduction to appropriate user population.

To insure that unit(s)' staff complies with procedures, policies and regulations as they relate to programs administered through Federal and State statutes and other programs and services provided by the Department of Employment and Training.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and policies of the Department of Labor and Training; a thorough knowledge of the Wagner-Peyser Act, Job Training Partnership Act and other programs relating to the training and employment of Rhode Island's workforce; a thorough knowledge of programs and federal legislation administered by the Department of Labor's Employment and Training Administration; the ability to coordinate programs; the ability to plan and develop strategies and procedures to implement new programs within the department; the ability to work effectively with interested individuals, groups and organizations; the ability to assess the success of programs and adjust them to suit department objectives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in Business or Public Administration, Communication, Marketing or a closely related field; and

Experience: Such as may have been gained through: considerable experience in a position responsible for employment and training programs, including the planning, development and promotion of such programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 15, 1994

Editorial Review: 3/15/03